

Panaji, 17th May, 1984 (Vaisaka 27, 1906)

SERIES I No. 7

OFFICIAL GAZETTE



GOVERNMENT OF GOA, DAMAN AND DIU

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Department of Personnel and Administrative Reforms

Notification

5/27/83-PER

In exercise of the powers conferred by Rule 22 of the Goa, Daman and Diu Civil Service Rules, 1967, the Administrator of Goa, Daman and Diu hereby prescribes the training and the departmental examination to be undergone and passed by the person appointed to the Service under rule 5(1)(b) and rule 17 of the said rules during the period of their probation (hereinafter called as the Probationer), namely:—

The training shall be for a period of six months as per the programme indicated in Annexure I. Thereafter, the probationer shall have to appear for a Departmental Examination as per the syllabus indicated in Annexure II. The Departmental Examination shall be held twice a year. The probationer shall be declared to have passed in the Examination if he secures a minimum of 50% of the maximum marks in each paper mentioned in Annexure II. The Department of Personnel shall conduct the Examination.

2. Heads of Departments/Offices to whom the probationer will be attached for training shall draw a detailed training programme during the training period and send a copy thereof to the Department of Personnel for information.

3. The Special Officer, High Court of Judicature of Bombay, Goa Bench at Panaji, will assign the probationer to the various Courts of Civil Judges, Junior Division and Judicial Magistrate First Class, whenever the Department of Personnel and Administrative Reforms, intimates the names of the probationers proposed for training in the said Courts.

By order and in the name of the Administrator of Goa, Daman and Diu.

N. P. Gaunekar, Under Secretary (Personnel).

Panaji, 11th April, 1984.

ANNEXURE I

Detailed programme for practical training of the probationers to the Goa, Daman and Diu Civil Ser-

vice appointed to Grade II posts in accordance with Rule 5(1)(b) and rule 17 of the Service Rules.

I. A probationer will be attached to the Court of the Civil Judge, Junior Division and Judicial Magistrate First Class (1 month).

The Hon'ble Judge will acquaint the probationer with the salient features of procedural law, substantive law and the Evidence Act. The probationer may be supplied with the record of a contested case pertaining to an offence under the Indian Penal Code, 1860 or one of the special Acts, like Arms Act, 1959, etc., triable ordinarily by a Magistrate of the First Class, and he will be required to frame charge(s) and Write the Judgement. He may also be given the record of any contested preventing proceedings under the Code of Criminal Procedure, 1973 and may be asked to frame notice and write the preliminary order, conditional order and the final order. The Criminal case work will relate to the subjects indicated below:—

- a) Criminal Law and Procedure.
- b) Criminal cases.
- c) Judicial Questions on Indian Evidence Act.
- d) High Court Criminal Circulars.
- e) Judicial Questions on Police Act, 1861.
- f) Madras District Police Act, 1869 as extended to this Territory.

II. A probationer will be attached to an experienced Deputy Collector (1 month).

On the revenue side, the probationer should be given background of the land revenue and land reforms Acts. In addition, the probationer would be required to study the land records practice, preparation of land records and compilation of returns/statements, prepare notes of at least one well contested revenue case, frame issues and write out draft judgement, acquaint himself with the procedure for the land revenue assessment and recovery of Government dues; acquire knowledge of broad details of the survey and settlement work and consolidation operation; and study land acquisition work and its procedure. The revenue work (including survey) will relate to the subjects indicated below:—

- a) Goa, Daman and Diu Agricultural Tenancy Act, 1964 and the Rules framed thereunder.
- b) The Daman (Abolition of Proprietorship of Villages), Regulation, 1962.

- c) The Goa, Daman and Diu Mundkars (Protection from Eviction) Act, 1975.
- d) Regulamento de Contribuicao Predial.
- e) The Court Fees Act, 1870.
- f) Regulamento de Mazanias das Devalaias do Estado da India.
- g) Land Revenue Code, 1968 and the Rules framed thereunder.
- h) The Mamlatdar's Court Act, 1966.
- i) The Goa, Daman and Diu, Municipalities Act, 1968.
- j) The Goa, Daman and Diu Village Panchayats Regulation, 1962.

III. Office of the Commissioner of Sales Tax, Excise and Entertainment Tax (1 month).

The probationer will acquaint himself with the laws relating to sales-tax and excise, court fees, stamps, registration, cinematograph, etc. with special reference to the mode of assessment of sales-tax and prevention of excise offences. The training will mainly relate to the subject indicated below:—

- a) The Goa, Daman and Diu Entertainment Tax Act, 1964.
- b) The Goa, Daman and Diu Sales Tax Act, 1964 and the rules made thereunder.
- c) The Goa, Daman and Diu Excise Duty Act, 1964 and the rules made thereunder.

IV. Office of the Inspector General of Police, Goa (1 month).

The probationer should study broadly the organisation and functioning of the Police force, the functioning of the Office of the Inspector General of Police and should also acquaint with the modern techniques and scientific methods of investigation of crimes. The probationer will also visit one Police Station and study its working as also various crime records maintained there. The object in view here, is that the probationer acquires a clear understanding of the relationship between the Magistrate and the Police. The training will mainly relate to the subjects indicated herein-below:—

- a) The Police Act, 1861.
- b) The Prevention of Corruption Act, 1947.
- c) The Goa, Daman and Diu Public Gambling Act, 1974.
- d) The Arms Act, 1959 and rules made thereunder.

V. Office of the Commissioner of Labour and Employment (15 days).

The probationer should study the working of the Department and also the Acts and the rules administered by the Department.

VI. The Directorate of Accounts (15 days).

The probationer should study the different aspects of work in the Department relating to financial matters.

VII. Finance Department (Secretariat) (15 days).

The probationer should study the working of the Department and delegation of financial powers budgeting, general financial rules and have a general knowledge of the subjects dealt with in the Department.

VIII. Planning Department (Secretariat) (15 days).

The probationer should study the plan schemes implemented by various Departments. He should also study two or three important plan schemes and prepare notes regarding progress in implementation of the schemes.

2. Besides, the probationer should make a study of Eco-Development for Goa with reference to the Territory's carrying capacity in relation to Urban & Industrial Development. The Probationer shall acquaint himself with Dr. Swaminathan's Report and the Recommendations accepted by this Government in this regard.

ANNEXURE II

Syllabus for Departmental Examination of the Goa, Daman and Diu Civil Service Probationers

I. Basic Political Concepts and the Constitution of India.

Maximum Marks 100.

A. Basic Political Concepts: The State-Sovereignty, Law, Liberty-Rights and duties of Citizens equality before the State and the individual-Distribution of Powers-Socialism and Communism, Democracy, Republic-Federal and Unitary States-Parliamentary and Presidential forms of Government.

B. Constitution of India. Evolution of the Constitution. The Preamble and Basic Principles-Fundamental Rights and Directive Principles, Judiciary, Relations between Union and States-The services under the Union and the States-Elections-Parliamentary Procedure.

A copy of the Constitution of India will be provided at the written examination.

II. Basic Economic Principles and Five Years Plans:

Maximum Marks 100

Probationers are expected to have a broad understanding of the basic principles of economic, their application to Indian conditions, main provisions of the Five Year Plans and general progress.

(a) Basic Economic Principles:

1. National Income-Concept and method of calculation.
2. Production: Laws of returns-consumption; laws of diminishing utility and elasticity of demand-distribution, marginal productivity theory.
3. Determination of price-perfect, imperfect and monopolistic competition.
4. Free enterprise economy-implications of price mechanism factor allocation and optimum production-defects of free enterprise economy and need for state intervention and control.

5. Basic principles of socialism-some problems of socialism mixed economy.
6. Capital formation-role of savings and investment.
7. Meaning and measurement of under-development-problems of under development economy planning for development implication.
8. Money and its functions-quantity theory of money changes in the value of money-control of inflation.
9. Banking functions-creation of credit Central bank and credit control-monetary policy in under-development economy.
10. International trade-comparative cost and factor-proportion problem of trade-balance of payment foreign exchange coorection of disequality in balance of payments.
11. Role of Public finance-incidents of taxation-effect of taxes, public expenditure and borrowing-deficit financing-budget as an instrument of economic policy.

(b) Five Year plans:

(c) Structure of the Indian Economy.

1. Comparative study in Indian Plans-objectives-priorities shortfalls.
2. Financial resources-taxation-role of public and Private Sector deficit-financing borrowing external resources.
3. Agriculture under the Plans-resources, targets and performance.
4. Industrial Policy role of public and private sectors; resources, targets and performance.
5. Prices, Wages and the Employment Problem.
6. A copy each of the Plans shall be provided at the written examination.

III Public Administration

Maximum Marks 100

There shall be one paper of three hour's duration, covering General Administration and District Administration. The probationers are expected to acquire the necessary basic knowledge of the structure and working of Government institutions, and understanding of the general principles of administration and of the role of civil servants in administration, and an appreciation of the salient features of Indian History with reference to the evolution and growth of Indian History, Government Institutions and administrative practices. In judging the answers, no additional credit will be given for detailed or expert knowledge on any of these subjects; and the candidates or their expert knowledge on any of these subjects; and the candidate will be expected to examine the main issues from all relevant angles.

A. General Administration.

1. Essential of Administration: Planning, implementation and evolution.
2. Organisations structure of Government: Main units of Government — forms of organisation relationship between policy making and executive agencies.

3. The role of civil servants in a democracy — Political neutrality of the civil service — the civil servants and minister — the role of the civil servant in formation of policy.
4. Bureaucracy: Essential characteristics of bureaucratic Organisation — its strength and weakness — the civil servant as member of bureaucracy.
5. The role of the generalist and the specialist in Administration.
6. Delegation and Decentralisation: the value of delegation — factors that influence the extents of delegation.
7. Office Management cases of delays — objectives of a procedure movement of papers-noting and drafting checks on delays and control over work.
8. Budget: Preparation of the budget and passing of the budget by Parliament — the budget as an instrument of Planning — Administration aspect in framing the budget.
9. The role of audit in administration: Organisation of the Indian Audit Department — Audit as an aid to Administration and as critic of Administration-audit reports and Public Accounts Committee.
10. Recruitment and Training: Various methods of recruitment-institutional training and training on the job.
11. Merit and seniority. Their role in promotion-performance evolution.
12. The Civil Servants: Code of conduct: Restrictions on the Liberties of civil servants and their justification-provisions of Conduct Rules.
13. Integrity in Public services: Standards of integrity in the public services-Causes of corruption and measures for its eradication.
14. Grievance procedures: Staff Councils-Whitely Councils.
15. Disciplinary procedures in Government. Disciplinary procedure under the Central Civil Services (classification, Control and Appeal) Rules.
16. Social Welfare Services: Welfare programmes-handicapped groups-scheduled castes and scheduled tribes.
17. Industrial Relations: Trade Unionism-industrial relations, industrial welfare.
18. Social Security: Employees' State Insurance-social assistance programmes including old age pensions-problems and prospects of social security in India.
19. Administrative History of India.

B. District Administration:

1. Settlement Operations: Land Survey and Fixation of book series-Classification of land.
2. Land Revenue: Principles of land revenue in Ryatwari system of assessment and collection of land revenue hierarchy with particular reference to functions of sub-divisional Officers and village Officers.

3. Land Reforms: Zamindari abolition-tenancy reforms-ceilings-prevention of fragmentation and consolidation of holdings-disposal of the surplus land.
4. Rural Credit: Need for rural credit-kinds and sources of credit and their performance-socio-economic background-elements of goods and benevolent credit.
5. Agricultural Production: Causes of low yields-steps to maximise production.
6. Co-operatives: Principles of cooperation-types of co-operatives-appraisal of performance.
7. Community Development: The concept of Community Development-the content, organisational pattern and implementation of the programme-performance.
8. Rural Planning: Techniques under the plans — A block survey-approach in implementation-role of the Collector.
9. Panchayati Raj Institution: Panchayati Raj bodies at the village, block and district level resources and functions assigned-problems in implementation role of the Collector.
10. Zila Parishads: Their functions and resources-role of the Collector.
11. Municipal Administration: Constitution-the executive-function: sources of revenue-control and supervision-general Administration-relationship between deliberative and executive wings.
12. Food: Procurement and Distributing.
13. Maintenance of law and Order: The responsibilities of the magistracy and the Police-the cause of breaches of the peace-legal provisions for dealing with disturbances.
14. Land Acquisition: Procedure-determination of compensation.
15. Elections: Election machinery-preparation of electoral rolls for Assembly Constituencies-Procedure in elections in Parliament and State Legislatures-role of the Collector.
16. Natural Calamities: Relief in scarcity and floods-role of District authorities.
17. The District Officer as a co-ordinator: Relationship with other Departmental Officers in the district.
18. Inspections-Needs for inspections-objectives of review-reports viz. Inspections by personal visits-procedure for inspections and compliance field inspections-surprise inspections.

IV. Criminal Law

100 marks

Paper I (without books)

1. The Indian Penal Code, 1860.
2. The Indian Evidence Act, 1872.
3. The Code of Criminal Procedure, 1973.

Paper II (with books) 100 Marks

1. The Arms Act, 1950 and the Rules framed thereunder.
2. The Motor Vehicles Act, 1939.
3. The Goa, Daman and Diu Public Gambling Act, 1974.
4. The Police Act, 1861.
5. The Prevention of Corruption Act, 1947.
6. The Prevention of Food Adulteration Act, 1964.
7. The Factories Act, 1948.
8. The Goa, Daman and Diu Excise Duty Act, 1964.
9. The Extradition Act, 1908.
10. The Suppression of Immoral Traffic in Women and Girls Act, 1958.
11. The Conservation of Foreign Exchange and Prevention of Smuggling Activities Act, 1974.
12. The Maintenance of Internal Security Act, 1971.
13. The Probation of Offenders Act, 1958.
14. The National Security Act, 1980.

Paper III Criminal Case

100 Marks.

The record of contested case pertaining to an offence under the Indian Penal Code, 1860, or one of the special Acts like the Arms Act, 1959 etc., triable ordinarily by a Magistrate of the 1st Class, will be supplied to the Officer who will be required to frame charge/charges and write the judgement.

The record of any contested preventive proceedings under the Code of Criminal Procedure, 1973, may also be given and the Officer required to frame a Notice and Write the preliminary order/conditional order and the final order.

V. Revenue Law and Procedure

Paper I (with Books) 100 Marks.

1. The Goa, Daman and Diu Land Revenue Code, 1968 and the Rules framed thereunder.
2. The Goa, Daman and Diu Agricultural Tenancy Act, 1964 and the Rules framed thereunder.
3. The Land Acquisition Act, 1894.
4. The Goa, Daman and Diu Mundkars (Protection from Eviction) Act, 1976 and the Rules framed thereunder.
5. The Daman (Abolition of Proprietorship of villages) Regulation, 1962.
6. The Goa, Daman and Diu (Abolition of Proprietorship of Lands in Diu), Act, 1971.
7. The Goa, Daman and Diu Building (Lease, Rent and Eviction) Control Act, 1968 and the Rules framed thereunder.

8. The Goa, Daman and Diu Sales Tax Act, 1964 and the Rules framed thereunder.
9. The Goa, Daman and Diu Entertainment Tax Act, 1964 and the Rules framed thereunder.
10. The Indian Forest Act, 1927.
11. The Land Improvement Loans Act, 1883.
12. The Agriculturist Loans Act, 1884.
13. Regulamento de Contribuicao Predial.

Paper II - Revenue Case

100 Marks

The record of a contested suit/proceedings under the Goa, Daman and Diu Agricultural Tenancy Act, 1964, triable ordinarily by a Deputy Collector will be supplied to officers who will be required to frame issues requiring determination of the case and record their findings thereon and write the final order.

VI. Civil Law and Procedure (with books)

100 Marks

1. The Code of Civil Procedure, 1908.
2. The General Clauses Act, 1887.
3. Personal Law (a) Hindu Law (b) Mohamadan Law.
4. The Limitation Act, 1963.
5. The Transfer of Property Act, 1892.
6. The Specific Relief Act, 1963.
7. The Societies Registration Act, 1860.
8. The Indian Contract Act, 1972.
9. The Indian Stamp Act, 1899.
10. The Court Fees' Act, 1870.
11. The Indian Registration Act, 1908.

VII. Treasury Rules and Financial Rules (with books except Sr. No. 9)

100 Marks.

1. Compilation of General Financial Rules, 1963.
2. Central Treasury Rules, Vol. II.
3. Civil Service Regulations, Vol. I & II.
4. Fundamental Rules and Supplementary Rules, Vol. I & II.
5. Central Civil Services (Leave) Rules, 1972.
6. The Provident Fund Act, 1925 and the General Provident Fund (Central Services) Rules, 1960.
7. Compilation of the Delegation of Financial Powers Rules, 1953.
8. Central Public Works Department Code.
9. An Introduction to Indian Government Accounts and Audit.

VIII. Languages 75 Marks.

1. Translation of an English passage into Hindi.
2. Translation of a Hindi passage into English.
3. An essay in Hindi on one of the specific subjects.

Hindi (Oral)

25 Marks.

1. The Oral test is intended to test the ability of the probationer to speak and read the language fluently.

Marathi or Konkani or Gujarathi
(Written)

25 Marks.

1. Translation of an English passage into Marathi or Konkani or Gujarathi.
2. Translation of a Marathi or Konkani or Gujarathi passage into English.
3. An essay in Marathi or Konkani or Gujarathi on one of the specified subjects.

Marathi or Konkani or Gujarathi
(Oral)

25 Marks.

The oral test is intended to test the ability of the probationer to speak and read the language fluently.

Home Department (General)

Notification

HD(TA-Tpt)/11-11/75

The following draft of certain directions which are proposed to be issued by the Government of Goa, Daman and Diu to the State Transport Authority, Panaji-Goa in exercise of the powers conferred by clause (i) of sub-section (1) of section 43 of the Motor Vehicles Act, 1939 (4 of 1939) are hereby published as required by the proviso to sub-section (1) of section 43 of the said Act, for information of persons whose interests are likely to be affected thereby and notice is hereby given that the said draft directions will be taken into consideration by the Government after the expiry of one month from the date of publication of this Notification in the Official Gazette.

All objections and suggestions to the said draft directions may be forwarded to the Under Secretary, Home Department (General), Government of Goa, Daman and Diu, Secretariat, Panaji-Goa, within one month from the date of publication of this Notification in the Official Gazette, so that the same may be taken into consideration by the Government in consultation with the State Transport Authority, Panaji-Goa, before the finalisation of the proposed directions.

DRAFT DIRECTIONS

In exercise of the powers conferred by clause (i) of sub-section (1) of section 43 of the Motor Vehicles Act, 1939 (4 of 1939), and all other powers enabling him in that behalf, the Lieutenant Governor of Goa, Daman and Diu hereby issues the following directions to the State Transport Authority, Panaji-Goa, namely:—

The fares chargeable for motor cycles permitted to be used as contract carriages, in the towns of Panaji, Margao, Mapusa, Ponda and Vasco da Gama,

in the District of Goa, Union territory of Goa, Daman and Diu shall be fixed as specified below:—

- (a) For the first 2 kilometres i. e. minimum charges. Rs. 1.50
- (b) For subsequent distance of one kilometre or part thereof Rs. 0.75

By order and in the name of the Lieutenant Governor of Goa, Daman and Diu.

P. W. Rane Sardessai, Under Secretary (Home).
Panaji, 9th May, 1984.